

Mission Statement

CMSA LANT is a Navy Echelon III Command, reporting directly to the Commander (O-9) NAVSTRAT/Deputy Fleet Forces Command. FFC integrates all elements of sea-based military power in support of the synchronizes global deterrence capabilities and Department of Defense effects to combat adversary weapons of mass destruction worldwide; provides integrated capabilities to deter and dissuade threats and when directed, defeat adversaries through decisive global kinetic and non-kinetic combat effects.

CMSA LANT:

- Exercise direct liaison authority with supported U.S. Naval Fleets, Combatant Commanders, and other agencies worldwide to provide TLAM mission planning, technical expertise and related services.
- Execute the technical, operational, and staff responsibilities of CMSA LANT's worldwide mission.
 - Plan conventional TLAM missions. Coordinate and validate nuclear and conventional TLAM tasking from supported combatant commanders.
 - Distribute TLAM missions and mission support data to command and control nodes, planning and analysis activities, and TLAM firing platforms worldwide.
 - Integrate TLAM expertise into the supported Combatant Commanders' targeting processes and into the TLAM mission planning system's architecture and acquisition.
 - Train TLAM mission planners, weaponeers, analysts, and operators of TLAM mission planning systems and related equipment.
 - Evaluate TLAM mission planning activities.

POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input checked="" type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input checked="" type="checkbox"/> Hdqtrs <input type="checkbox"/> Field	4. Employing Office Location Norfolk, VA	5. Duty Station Norfolk, VA	1. Agency Position No. D101A
Explanation (Show any positions replaced) Position reestablished once vacant 1/31/22 EH		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		6. OPM Certification No.
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input checked="" type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input checked="" type="checkbox"/> 4-Special Sensitive	9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
				13. Competitive Level Code C018	
				14. Agency Use 8888	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Supervisory Tomahawk Cruise Missile Planning Analyst	GS	2101	14	EH	02/02/2022
e. Recommended by Supervisor or Initiating Office	Supervisory Tomahawk Cruise Missile Planning Analyst	GS	2101	14		

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)
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18. Department, Agency, or Establishment US Department of Navy	c. Third Subdivision CMSA LANT NORFOLK, VA 23511
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a. First Subdivision COMMAND GROUP-CMSA LANT N00	d. Fourth Subdivision
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b. Second Subdivision TRAINING, STANDIZATION, & EVAL DEPT N7	e. Fifth Subdivision UIC: 46298 ORG:N7
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19. Employee Review- This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)
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20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that	this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.
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a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) (b)(6) Director Command Support Department
Signature	Signature (b)(6)
Date	Date 02/01/2022

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position OPM Administrative Analysis Grade Evaluation Guide, TS-98, August 1990; OPM General Schedule Supervisory Guide (GSSG), TS-123, April 1993, revised in April 1998
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Typed Name and Title of Official Taking Action (b)(6) Human Resource Specialist (Classification)	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.
Signature HALL, ELIZABETH, L. <small>Digitally signed by HALL, ELIZABETH, L. DN: cn=ELIZABETH, o=US, ou=OPM, email=ELIZABETH.HALL@OPM.gov, c=US</small> ASHAY, 1063158875	Date 02/02/2022

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks High Risk DFWP Drug Testing Designated Position
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25. Description of Major Duties and Responsibilities (See Attached)
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Supervisory Tomahawk Cruise Missile Analyst

GS-2101-14

I. INTRODUCTION:

This position is located in the Cruise Missile Support Activity, Atlantic, Naval Support Activity, Norfolk, VA.

Serves as Director for Training, Standardization, and Evaluation of the Cruise Missile Support Activity, Atlantic (CMSA LANT). The incumbent is directly responsible for the development, improvement and implementation of curriculum utilized by all Tomahawk Land Attack Missile (TLAM) mission planning agencies. The incumbent must coordinate all changes with Fleet, CMSAs, and Naval Education and Training Command (NETC) while simultaneously coordinating all schedules with Fleet Detailers to ensure the mission planning manning throughout fleet is effectively being serviced. The incumbent plays an integral role in consistently improving all areas of cruise missile and Precision Guided Munition (PGM) operations, including the development and promulgation of CMSA LANT Tomahawk Land Attack Missile (TLAM) and PGM planning and policy guidance.

The incumbent is consistently engaged internally across all directorates and externally with senior leaders of multiple agencies within the United States and United Kingdom to develop and establish TLAM mission planning standards and policies, and conduct training for TLAM mission planning personnel worldwide. Additionally, the incumbent is engaged with Combatant Commanders (CCDRs), Naval Air System Command's Program Executive Officer, Unmanned Aviation and Strike Weapons (PEO(U&W)) Strike Planning and Execution Systems (PMA-281), Numbered Fleet Commanders, and other Department of Defense (DoD) agencies and government contractors involved in the development of the TLAM weapon system upgrades, as well as other PGM programs.

The incumbent evaluates the tactics, techniques, and procedures of TLAM planning agencies to ensure compliance with Joint Chiefs of Staff (JCS) J3. The incumbent plans, coordinates, and directs the activities related to CMSA's Tomahawk Flight Test program, DoD agencies, CMSAs, PMA-281, and contractors to design appropriate exercising and testing of TLAM to optimize the operational execution of the weapon. The work requires TLAM expertise and operational support to Combatant Commander combat operations. The incumbent is responsible for making decisions that have significant, far-reaching direct impact to the successful prosecution of supported CCDR combat operations, CMSA LANT, and across the worldwide Tomahawk cruise missile mission planning federation, to include coalition partner of the United Kingdom.

II. MAJOR DUTIES AND RESPONSIBILITIES

A. Program Management (35%)

Subject-matter expert, command technical authority, and Commander's principal advisor for Training, Standardization, and Evaluation. Responsible for; initiating and developing current, near-range, and long-range training programs, curriculum, goals, and objectives; establishing all individual qualification standards, training, and certifying cruise missile mission planning specialists to support worldwide CCDRs and United Kingdom Tomahawk Land Attack Missile (TLAM) operations; initiating, developing, and instructing critical mission planning procedures applicable to all DoD TLAM planning activities. As principal command advisor, the incumbent has direct liaison authority with senior members of supported Combatant Commands, Joint Staff, Chief of Naval Operations staff, U.S. Numbered Fleets, United Kingdom Permanent Joint Headquarters, Naval Air Systems Command, Naval Education and Training Command, defense contractors, and other TLAM planning activities who rely on the incumbent's mastery-level expertise on matters related to TLAM mission planning, training, and operational standardization which influences major decisions affecting the U.S. Navy's TLAM program. The incumbent presents the command's position on significant, unexpected, or unique problems and improvises solutions consistent with an extensive understanding of the command's mission, policies, and priorities

while confronting major technical and policy issues and resolving them independently. Defines programs, directs activities, and manages the coordination for the training of all TLAM mission planning personnel worldwide, including those assigned to CMSA LANT, CMSA PAC, CMSA United Kingdom, Commander U.S. Naval Forces Central Command Tomahawk Strike and Mission Planning Cell (TSMPC), Commander Sixth Fleet TSMPC, Commander Seventh Fleet TSMPC, Fleet Forces TLAM personnel, and Naval Aviation Warfare Development Center (NAWDC) TLAM personnel in all aspects of TLAM mission planning, distribution of missions and command and control data to worldwide forces afloat and ashore, and the production and distribution of PGM aimpoint data. Establishes, manages and maintains the training curriculum for the training of TLAM personnel across all disciplines and systems, including qualification and certification of personnel providing target aimpoint measurement for TLAM and deployed tactical aircraft PGMs in support of all coordinate seeking weapons used in joint operations in compliance with Joint Chiefs of Staff policy as well as targeteering and weaponeering, imagery acquisition and analysis, and mission planning. Each discipline is technically difficult, requiring specialized training on unique computer systems; coordination is extremely complex because most personnel require training and proficiency in multiple disciplines and on several computer systems, where the training and certification in one area is a pre-requisite for training and certification in another.

B. Supervisory personnel management responsibilities (25%)

Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignment in consideration of skills, qualifications, and mission requirements. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. The incumbent directs the development of training curriculum, Job Qualification Requirements, Tactics, Techniques, and Procedures (TTPs) to ensure the latest mission planning actions are taught to worldwide TLAM Federation personnel; allocates workloads for optimum performance at minimum cost through effective use of modern management techniques, skills, and tools; and provides mastery-level oversight over all CMSA and TSMPC skillset training and exercises. Ensures timely actions are taken for all assigned programs by status monitoring and oversight.

Supports the agency's EEO program through allocation of personnel to participate in community outreach and recruitment programs; ensures full cooperation of employees with EEO office officials. Addresses subordinates concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace.

C. Mission Planning and Execution (20%)

Defines, reviews, approves, and evaluates the Tactics, Techniques, and Procedures (TTPs), currency and proficiency criteria, and standardization for all aspects of TLAM mission planning, distribution and PGM aimpoint mensuration, as they apply to all TLAM Federation operational mission planning personnel. Including; target planners, imagery analysts, mission planners, aimpoint geopositioners, system managers, and mission distribution specialists worldwide. Responsible for the management of the only U.S. Navy entity, the Precision Point Mensuration (PPM) Mobile Certification Team (MCT), that trains, evaluates, and certifies all U.S. Navy Intelligence Specialists to measure target aimpoints in congruance with a Joint Chiefs of Staff-mandated targeting policy, which uses National Geospatial-Intelligence Agency (NGA) as the policing arm to ensure standardization of all Department of Defense units performing aimpoint measurements for use by all coordinate seeking weapons that support all U.S. Joint Forces. Incumbent works with policymakers from Joint Staff, Chief of Naval Operations, United States Fleet Forces, Commander of Operations/Ministry of Defense/United Kingdom, Center of Naval Intelligence, PMA-281, Naval Aviation Warfare Development Center, and PMW-120 to develop Concepts of Operation (CONOPS), Fleet Instructions, and Memorandums of Agreement. Incumbent inturn evaluates the policies and procedures of other TLAM mission planning sites including CMSA PAC, CMSA United Kingdom, Commander U.S. Naval Forces Central Command TSMPC, Commander Sixth Fleet TSMPC, and Commander Seventh Fleet TSMPC during periodic Operational Planning Evaluation Group (OPEG) inspections by the Mission Planning Evaluation Team (MPET) and the Precision Point Mensuration (PPM) Mobile Certification Team (MCT) to evaluate the suitability and viability of new mission planning and distribution tactics, techniques and procedures. The MPET was established and mandated by the Joint Chiefs of Staff J3 and MPET reports evaluation results directly back to the JCS J3.

D. Resonrce Management (20%)

Directs CMSAs participation and support in TLAM training exercises, as well as research, testing, and experimentation of new technologies and procedures. Incumbant is responsible for coordinating and executing the Direct Testing (DT) and the Operational Testing (OT) of all new TLAM mission planning systems to assist in the validation and ensure full functionality of new systems prior to implementing the hardware and software across the TLAM mission planning federation. Recommends their integration into the Tomahawk planning system, as appropriate. This testing and exercise support may be done in coordination with senior leaders at United States Fleet Forces, Commander U.S. Naval Forces Central Command, Commander Sixth Fleet, Commander Seventh Fleet, USSTRATCOM, USAFRICOM, USSOCOM, or USCENTCOM, as well as with Combined Air Operations Centers

III. FACTORS

FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION

Expert knowledge of TLAM weapon system mission planning, distribution, and execution processes and procedures and of weapon systems complimentary to TLAM sufficient to effectively collaborate, integrate, adapt, and influence and significantly impact operational plans and strategic policy decisions supporting POTUS, SECDEF, and the supported Joint Task Force or Geographic Combatant Commanders.

Proficient knowledge of kinetic and non-kinetic threats to TLAM sufficient to evaluate and address risk in current and projected operational areas of interest. Decisions are made that significantly influence the mission planning model. Assessments will be presented to operational staffs for their consideration in developing appropriate course of action options.

Ability to devise innovative solutions sufficient to monitor, track, report, and minimize risk or defeat.

Expert knowledge of current and future designs of Tomahawk Command and Control System

Architecture related to navigation and geospatial data processes associated with TLAM planning necessary to analyze and integrate current and evolving GEOINT and Multi-Int technologies and solutions into the mission planning process as well as the weapon systems configuration management roadmap.

Practical knowledge of standalone and enterprise navigation, imagery, and geospatial data systems, and understanding of complex data technologies and related computer architectures supporting TLAM mission planning sufficient to meet or exceed command mission planning production goals as well as to mitigate external systems and services support upgrades and outages. Able to evaluate, determine and apply solutions to resolve system failures to enable continuous mission planning efforts across two distinct classification domains over sustained periods of time.

Expert knowledge of the authorities, constraints, and functions of supported Combatant Commanders, Joint Staff, Chief of Naval Operations, U.S. Numbered Fleets, Naval Air System Command program managers, Combat Support Agencies and understanding of the Combat Air Operations Centers integration and synchronization applicable to TLAM and CMSA operations necessary to effectively represent and convey the Command's mission, vision, goals, capabilities and requirements to senior personnel and across significant organizational structures.

Expert knowledge of quantitative and qualitative techniques and methodologies sufficient to analyze complex plans, strike rehearsals, and exercise scenarios; articulate observations and findings; and implement solutions to enhance overall mission/combat readiness.

In-depth knowledge sufficient to serve as the principal authority and technical expert regarding plans, programs, and policies as they relate to Navigation, Imagery, and Geospatial Requirements and Planning; navigation route planning data, geospatial, and multi-intelligence support data and acquisition systems matters; and emerging geospatial technologies directly supporting Tomahawk Land Attack Missile (TLAM) mission planning.

Mastery of numerous and varied Multi-Int systems, concepts, and methods; enterprise infrastructure and architecture doctrine and models; and evolving technologies sufficient to evaluate and assess impacts on current and planned operational activities; develop and implement migration strategies for continuity of operations during fielding of new systems; and develop and present operator/user plans for integrating emerging technology into existing Navigation, Imagery, and Geospatial Requirements and Planning processes.

Ability to identify emergent or evolving operational requirements, evaluate and validate varied data sources, and coordinate the evaluation and selection of data management tools. The work has significant impact upon the execution of national Geospatial Imagery processing, storage and dissemination policy.

FACTOR 2. SUPERVISORY CONTROLS

The incumbent is provided only administrative and policy direction given in terms of broadly defined functions. The incumbent is a technical authority responsible for significant operational programs and functions with international implications. The position requires one to affect plans, programs, projects, and other initiatives independently. The supervisor accepts work as technically authoritative.

FACTOR 3. GUIDELINES

The incumbent has broad latitude to determine the intent of basic policy statements provided by military services, joint organizations, and national agencies as applicable to multiple TLAM navigation, imagery, and geospatial requirements and planning systems with varying architectures (e.g., Joint Staff Operational Planning Team and Military Targeting Committee, NGA, DIA, NSA, and PMA policy statements, directives, transition plans, and CONOPs). The incumbent is the single point authority regarding Navigation, Imagery, and Geospatial Requirements and Planning Directorate activities and is recognized as such by all levels of command including staff and senior management of multiple military agencies to include the National Geospatial-Intelligence Agency (NGA) for geospatial and intelligence related activities, data, systems and services; the Office of International Policy for weapons systems releasability issues and Domestic proper use memorandum; Defense Intelligence Agency (DIA) for collections management and requirements (Tomahawk unique), data, systems and services, and other intelligence related activities i.e. defenses; the National Security Agency (NSA) for queuing and analysis of information supporting pre and post-strike analysis; the National Reconnaissance Office (NRO) for imagery management, collections, dissemination, requirements (Tomahawk unique), data, systems and services, other resource related activities; the TLAM Planning Federation for all Tomahawk mission planning commands, CCDR component Tomahawk Strike and Mission Planning Cells (TSMPCs); and the Departments of the Navy/Air Force for GEOINT-like systems and data requirements/specifications. The incumbent's judgment is used in the context of supporting mission objectives, and the incumbent is recognized as an expert in the development and/or interpretation of guidance on TLAM program planning. Interpretations may become agency policy such as defining and establishing guidelines for the use or non-use of geospatial data in specific conditions and under varying conditions i.e. Tomahawk General Mission Planning Guidance and theater Country Guidance for dynamic or time-sensitive planning event.

FACTOR 4. COMPLEXITY

The work consists of various projects which may require significant departures from established practices and are complicated by the obscure nature of the special requirements derived from multiple agencies' and foreign government requirements such as adjusting from deliberate planning posture to dynamic or surge operational planning tempo, reprioritizing planning projects which are sensitive to prioritization of resources to meet critical timelines, as well as supporting coalition mission planning and strike rehearsal planning with CMSA – United Kingdom {U.K. Permanent Joint Head Quarters request and coordination with U.S. National Authority}. Technical difficulty is further complicated by major uncertainties caused by continuing changes in operational requirements and rapidly changing technologies and capabilities. The work always involves multiple information specialty areas. The incumbent must work in a highly dynamic environment, where support requirements are dynamic, priorities change often, timelines are extremely compressed, and many critically important, difficult tasks must be managed, often times simultaneously and carefully direct and schedule personnel duties to accommodate objectives. Communication and direct-collaboration with supported combatant commands, planning organizations, and national agencies across multiple time zones, simultaneously often times, and interactions across all services is frequent practice. The incumbent's work is usually exceptionally sensitive and relates to issues considered critical to national security.

FACTOR 5. SCOPE AND EFFECT

Work involves the evaluation of major aspects of substantive mission-oriented TLAM programs and involves the long-range planning, developing, and completing of broad and extensive projects of interest to the DoD at the national level and of interest to allied governments such as those that affect

the entire TLAM Planning Federation, to include coalition partner CMSA U.K. The efforts of these projects have direct bearing on the employment of operational plans as tasked by POTUS, SecDef, or supported CCDRs. The incumbent's work affects large numbers of people on a continuing basis. The incumbent's work greatly affects the operational requirements of agencies such as the NGA, DIA, NRO, CCDRs and Number US Navy Fleets are satisfied and is of major significance to the aforementioned agencies and their management. The ability of coalition forces to execute effective kinetic operations is dependent on the incumbent's work. This includes ensuring the availability specific information technology capabilities. The incumbent has responsibilities unique within the DoD that include promulgating procedures and policies for acquisition and validation of navigation route planning data, geospatial, and multi- intelligence support data that apply across the CMSA LANT and United Kingdom's TLAM geographic program areas. The incumbent works directly with national agencies such as NGA, DIA, and the NRO and major supporting contractors to ensure constant availability of all systems' architecture support, geospatial data acquisition, and mission essential TLAM information. This activity is essential and is worked on a daily basis to ensure the overall GEOINT/MULTI-INT architecture and infrastructure is fully functioning with responsive plans in place to ensure continuous planning across both security classifications of mission planning domains. Proactive liaison, coordination, and program implementation/sponsorship is essential to maintaining program capability as a whole.

FACTOR 6. PERSONAL CONTACTS

The incumbent has direct liaison authority with senior members of supported Combatant Commands (COCOMs), the Joint Staff, Chief of Naval Operations staff, U.S. Numbered Fleets, United Kingdom Permanent Joint Headquarters, Naval Air Systems Command, defense contractors, and other TLAM planning activities to influence major decisions affecting the TLAM program. Contacts are usually made with senior members and managers of these organizations. Contacts may be through telephone calls, informal meetings or visits, and frequently in structured sessions and working groups. The incumbent must have a solid understanding of the roles and authority of individuals in chains of command in the military, civilian government, and civilian contractors and be able to communicate effectively in all arenas.

FACTOR 7. PURPOSE OF CONTACTS

The purpose of contacts is to justify, defend, negotiate, or settle matters involving significant, often controversial issues that usually deal with substantial expenditures or change the scope of highly sensitive operational programs and processes with national or international impacts. The incumbent initiates, confronts, and independently resolves CMSA LANT program and policy issues. As a recognized authority for the TLAM Planning Federation, coordinates and integrates policies and procedures throughout worldwide TLAM planning activities. The incumbent presents the command's position on significant, unexpected or unique problems, responds to and improvises solutions consistent with an extensive understanding of the command's mission and CCDRs' policies, and priorities. The incumbent works directly with aforementioned entities to ensure constant availability of all systems' architecture support, navigation, imagery, and geospatial data acquisition and attain or disseminate related mission essential TLAM information. The incumbent is an active participant in conferences or meetings and attends for the purpose of achieving a solution satisfactory in the context of meeting mission objectives. Personnel contacted usually have diverse views and objectives conflicting with that of the incumbent.

FACTOR 8. PHYSICAL DEMANDS

The work is primarily sedentary though some walking, standing, bending, and climbing of stairs is

required because of the physical location of computer facilities. An elevator is available for the handicapped. Carrying of light loads of papers, books, reports, and other reference materials needing only moderate physical ability and stress may be required.

FACTOR 9. WORK ENVIRONMENTS

The work area is a Sensitive Compartmented Information Facility (SCIF) with no windows, but is adequately lit, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions. The employee may be required to work other than normal duty hours which may include evenings, weekends, shift work, and/or holidays, recall to duty, overtime, and/or emergency overtime may be a requirement of this position. This is a mission essential (ME) position performing a mission critical function (MCF) which must continue uninterrupted after the occurrence of an emergency and continued through full resumption of all functions. IAW, DoDI 3020-42, Defense Continuity Programs.

IV. OTHER CONDITIONS

This PD is a critical position requiring the incumbent to maintain a Secret clearance. Incumbent must be able to obtain and maintain a government issued passport. Position may require occasional CONUS and OCONUS travel. Overtime may be required.

SUPERVISORY FACTORS

Factor 1. Program Scope and Effect

-- **Scope:** Directs the Navigation, Imagery and Geospatial Requirements program which performs technical and administrative work in support of Cruise Missile Support Activity Atlantic (CMSA LANT) Tomahawk Land Attack Missile (TLAM) mission planning. The program and work directed typically impacts and involves coordination and integration with the entire Tomahawk planning federation, to include Coalition partner interests. Second-order effects involve all combatant commands' conventional strike requirements with deliberate or time-sensitive Tomahawk mission plans enabling a fielded combat capability of National-level interest. This position regularly provides complex technical and professional assistance to the Navy's Washington Planning Center to assist Tomahawk mission planning program strategies with testing, evaluation, and analysis efforts.

-- **Effect:** Activities, functions, or services accomplished directly and significantly impact the Tomahawk program in its entirety. The accuracy, quality, responsiveness of navigation, imagery and geospatial services is critical to sustained Tomahawk planning and production requirements. The work directly and substantially impacts all functional area processes in this organization in response to all combatant commanders enabling efficient and effective planning in support of National-level defense strategies.

Factor 2. Organizational Setting

The incumbent is accountable to the CMSA LANT Commander, an O-6 position, which is one reporting level below the first SES or general officer equivalent in the direct supervisory chain.

Factor 3. Supervisory and Managerial Authority Exercised

The incumbent plans and schedules work to be accomplished by subordinates, sets and adjusts short-term priorities; assigns work in consideration of employee skills and mission requirements; develops performance standards and rates subordinates' performance; advises employees on work and administrative matters; implements methods and procedures to improve organizational performance; and identifies and provides for employee training and development. The employee also recommends selection of candidates for positions; approves position structure changes; takes disciplinary actions and hears and resolves formal employee complaints and grievances as delegated by higher level management; and assesses and revises policies and procedures as needed to find ways to improve quality, timeliness, and efficiency of work. In addition to assigning and reviewing work, assuring accuracy requirements are met, and approving leave, the position also hears and resolves group grievances or serious employee complaints; reviews and implements serious disciplinary actions (e.g., suspensions) involving subordinates; makes decisions on non-routine, costly, or controversial training needs and training requests related to employees of the unit; approves departmental resource expenses; approves scheduled and unscheduled overtime schedules, pay, and employee travel; recommends awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials; and finds and implements ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

Factor 4. Personal Contacts

Subfactor 4A- Nature of Contacts

Contacts are with high ranking military or civilian managers, supervisors, and technical staff at numerous command organization levels; CCMD headquarters administrative support staff; and with functional personnel in other DoD organizations. Contacts include those which take place in meetings and conferences and unplanned contacts for which the employee is designated as a contact point by higher management. They often require extensive preparation of briefing materials or up-to-date administrative or technical familiarity with complex subject matter.

Subfactor 4B- Purpose of Contacts

The purpose of contacts is to justify, defend, or negotiate in representing the project, program segment(s), or organizational unit(s) directed, in obtaining or committing resources, and in gaining compliance with established policies, regulations, or contracts. Contacts usually involve active participation in unstructured and structured conferences, meetings, hearings, or presentations involving problems or issues of considerable consequence or importance to the program or program segment(s) managed.

Factor 5. Difficulty of Typical Work Directed

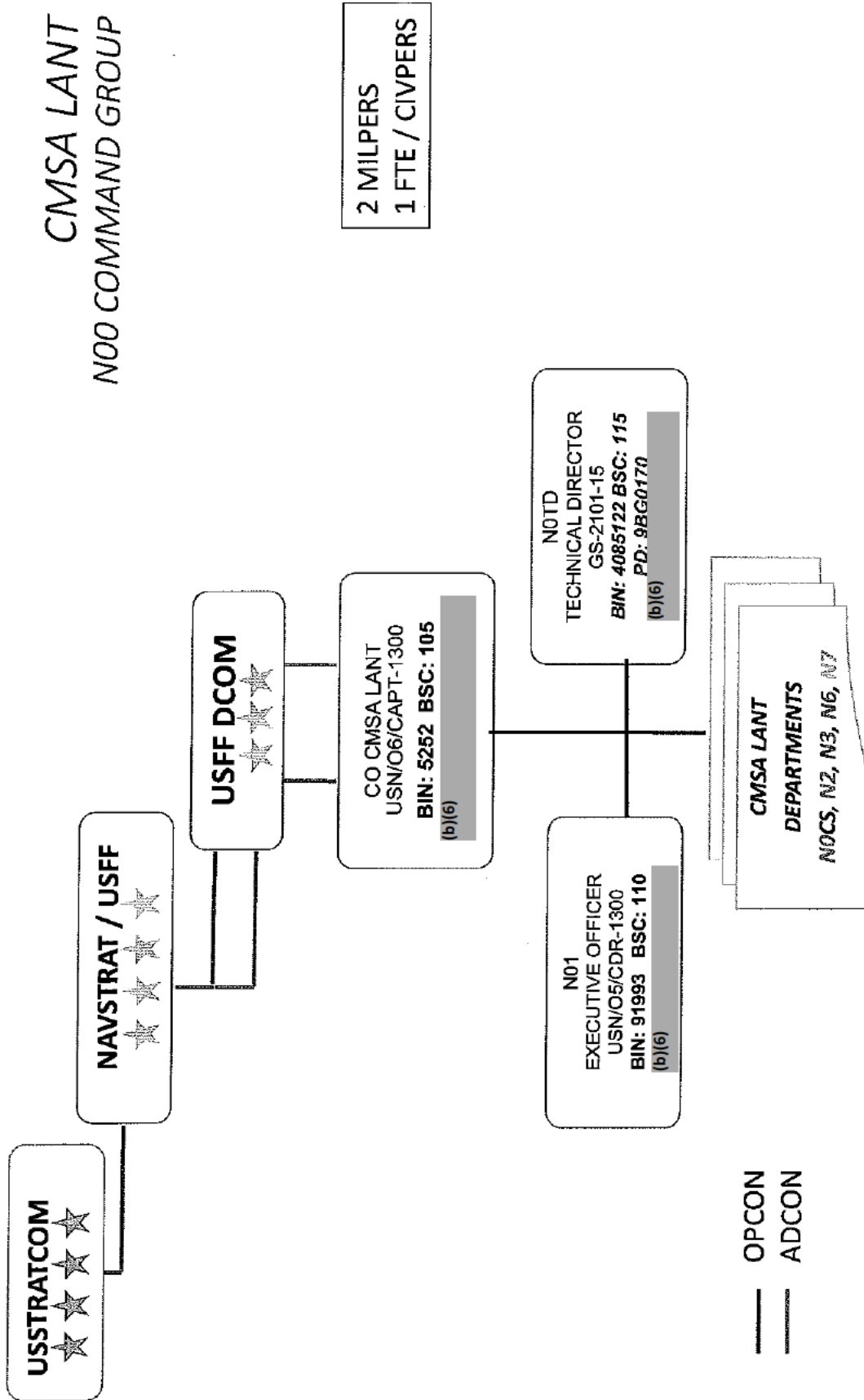
The highest grade which best characterizes the nature of the basic (mission oriented) nonsupervisory work performed or overseen by the organization directed and that which constitutes 25 percent or more of the workload (not positions or employees) of the organization is GS-12.

Factor 6. Other Conditions

This position is responsible for the supervision and oversight of a mission that requires Significant and extensive coordination and the integration of a number of important projects and program segments consisting of technical and administrative work comparable in difficulty to the GS-12 level.

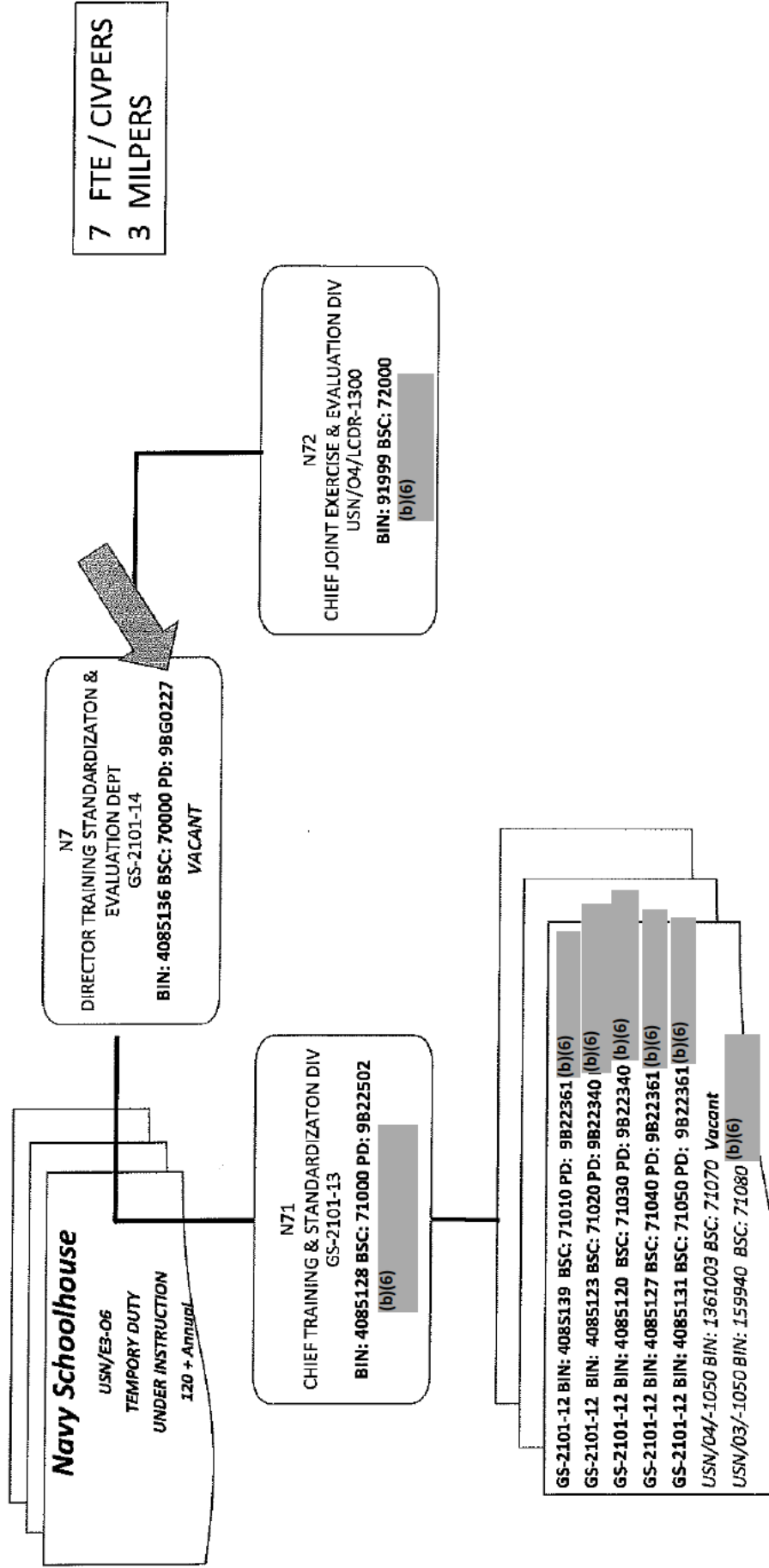
Special Requirements

1. Incumbent must be able to obtain and maintain a Top Secret clearance with access to Sensitive Compartmented Information (SCI) as a condition of employment.
2. This position has been designated as a Testing Designated Position (TDP) under the Navy's Civilian Drug Testing Program. Illegal drug use by employees in sensitive positions presents a clear threat to the mission of the Navy, national security, and public safety. Therefore, incumbent is required to: (a) refrain from the use of illegal drugs, and (b) if requested, submit to urinalysis testing. Incumbent may be selected for random drug testing and may be subject to reasonable suspicion testing and safety mishap or accident testing.
3. The employee may be required to work other than normal duty hours, which may include evenings, weekends, shift work, and/or holidays.
4. Recall to duty, overtime, and/or emergency overtime may be a requirement of this position.
5. Work may occasionally require travel away from the normal duty station on military and/or commercial aircraft to include occasional overseas travel for which a government passport and government-issued credit card is required.
6. This position is designated as a key position. Duties of this position are essential to the accomplishment of wartime/contingency operations. Incumbents of key positions must be removed from their military recall status if alternatives for filling of the position during an emergency are not available.
7. This position is designated as a key position. Duties of this position are essential to the accomplishment of wartime/contingency operations. Incumbents of key positions must be removed from their military recall status if alternatives for filling of the position during an emergency are not available.
8. This is a mission essential (ME) position performing a mission critical function (MCF), which must continue uninterrupted after the occurrence of an emergency and continued through full resumption of all functions. IAW, DoDI 3020-42, Defense Continuity Programs.
9. A Baccalaureate Degree, preferably in science or mathematics is highly desired.



— OPCON
— ADCON

CMSA LANT
N7 TRAINING, STANDARDIZATION & EVALUATION DEPT



Position Designation Record

Department DEPARTMENT OF DEFENSE DD
Agency DEPT OF DEFENSE (U.S. NAVY)-U.S. FLEET FORCES
COMMAND
Supplemental Duty
Position Title Supervisory Tomahawk Cruise Missile Planning Analyst
Position Description
Series and Grade/Pay Band GS-2101-14
Position Description Number D101A
Designator's Name & Title (b)(6) Director Command Support Department

Final Position Designation and Investigation

Sensitivity Level	Risk Level	Investigation	Form
Special-Sensitive	High Risk	Tier 5	SF 86

Summary

National Security

National Duties	Degree of Potential for Compromise or Damage
Requires eligibility for access to classified information	Inestimable Damage Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)
Developing plans or policies related to national defense or military operations	Inestimable Damage <ul style="list-style-type: none">Position requires eligibility for access to Sensitive Compartmented Information (SCI), other intelligence-related Special Sensitive information, or involvement in Top Secret Special Access Programs (SAP)
Planning or conducting intelligence or counterintelligence activities, counterterrorism activities or related activities concerned with the preservation of the military strength of the United States	Exceptionally Grave Damage One or more of the following when there is the potential to cause exceptionally grave damage to national security: <ul style="list-style-type: none">Knowledge of, planning for, or participation in significant and important activities related to intelligence, counterintelligence, or counterterrorism – with broad authority or freedom to act independentlyIdentification, disruption, or neutralization of, or protection against, hostile intelligence or terrorist

National Duties	Degree of Potential for Compromise or Damage
	activities – with broad authority or freedom to act independently <ul style="list-style-type: none"> Activities are critical and extremely important to the preservation of the military strength of the United States
Unclassified information (e.g. private, controlled unclassified, or proprietary information) significant to national security	Significant or Serious Damage <ul style="list-style-type: none"> Limited access to and control over unclassified information, which may include private, proprietary or other controlled unclassified information, but only where the unauthorized disclosure of that information could cause significant or serious damage to national security

Suitability

No Public Trust duties selected

Designator's Name: (b)(6) Director Command Support Department

Designator's Signature: (b)(6) Date: 1Feb22



U.S. FLEET FORCES COMMAND
HUMAN RESOURCES
Servicing the Fleet

HRO Norfolk/Stennis Satellite
HRO PNSY
HRO NNSY
HRO MSC



FAIR LABOR STANDARDS ACT DETERMINATION

This worksheet must be used in conjunction with the complete FLSA guidance found 5 CFR 551.

For each exemption, **check all** applicable categories. If the position meets any of the criteria noted below, the position is Exempt and not covered by the Fair Labor Standards Act (FLSA).

PD NUMBER	PP/SERIES/GRADE	TITLE	COMMAND/UIC
D101A	GS-2101-14	Super.Tom Crus Mis	68948

FOREIGN EXEMPTION (See CFR 551.104)

Exempt area means any foreign country, or any territory under the jurisdiction of the United States, other than Puerto Rico, Guam, The District of Columbia a State of the United States, the U.S. Virgin Islands, Midway Atoll, Palmyra, American Samoa, Wake Island, Johnson Island, Commonwealth of Northern Mariana Island and the Outer Continental Shelf Islands.

CHECK ALL
THAT
APPLY ☒

EXECUTIVE EXEMPTION (See 5 CFR 551.205)

- ☐ Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function AND
- ☐ Customarily and regularly directs 2 or more employees, AND
- ☐ Has authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight. **(All three conditions must apply to meet this exemption).**

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.

ADMINISTRATIVE EXEMPTION (See 5 CFR 551.206)

- ☒ Primary duty is the performance of office or non-manual work directly related to the management or general business operations of the employer/employer's customers AND
- ☒ The primary duty requires the exercise of discretion and independent judgment **on matters of significance**. Must be *more* than skill in applying well-established techniques, procedures, or standards. **(Both conditions must apply to meet this exemption).**

Consider whether the incumbent has the authority to make independent choices free from immediate direction or supervision on such things as:

- Formulating, affecting, interpreting, or implementing management policies, operating practices
- Committing the employer in matters with significant impact
- Waiving or deviating from establishes policies/procedures without prior approval
- Negotiating/binding the organization on significant matters
- Carrying out major assignments in conducting organizational operations
- Performing work that affects operations to a substantial degree
- Providing consultation or expert advice to managements involved in planning long- or short-term organizational objectives
- Investigating and resolving significant matters on behalf of management
- Representing the organization in handling complaints, arbitrating disputes, or resolving grievances.
- Planning long- or short-term organizational objectives
- Investigating and resolving significant matters on behalf of management
- Representing the organization in handling complaints, arbitrating disputes, or resolving grievances.



PROFESSIONAL EXEMPTION (See 5 CFR 551.207)

Primary duty must be the performance of work requiring knowledge of an advanced type in a field of science or learning customarily acquired by a prolonged course of specialized intellectual instruction requiring invention, imagination, originality, or talent in a recognized field of artistic or creative endeavor.

LEARNED PROFESSIONAL (See 5 CFR 551.208)

Primary duty must be the performance of work requiring:

Advanced Knowledge (cannot be attained at the high school level). Work:

- ☒ Is predominately intellectual in character.
- ☒ Requires exercise or discretion and judgment.
- ☒ Uses advanced knowledge to analyze, interpret, or make deductions from varying facts/circumstances.

Field of science or learning includes: Traditional profession of law, medicine and pharmacy, theology, accounting, engineering and architecture, teaching, various types of physical, chemical, and biological sciences.

Prolonged course of specialized intellectual instruction, where specialized academic training is a standard prerequisite for entrance into the profession.

- ☒ Possession of appropriate academic degree.

Even if a position requires an academic degree the position is still non-exempt **unless the position requires exercise of discretion & independent judgment on matters of significance.**

CREATIVE PROFESSIONAL (See 5 CFR 551.209)

Primary duties must be work performance requiring invention, imagination, originality or talent in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media work or work subject or control by the organization.

Note: This requirement is generally met by actors, writers, musicians, composers, conductors, and soloists; painters who, at most, are given the subject matter of their work and writers who choose their own subjects and hand in a finished piece of work to their employers. Determinations are made on a case-by-case basis.

COMPUTER PROFESSIONAL (See 5 CFR 551.210)

Must meet the salary test and perform such duties as systems analysis, computer programming/system design, software engineers, or program/system testing, documentation, and modification. Computer manufacture or repair of computer hardware and related equipment is excluded (non-exempt work).

FLSA DESIGNATOR'S NAME**SIGNATURE****NON-EXEMPT** ☐**EXEMPT** ☒**DATE**

(b)(6)

(b)(6)

Specialist comments:

Note: Please review all applicable settlement agreements for the UIC for which this position resides.

Helpful Links

Electronic Code of Federal Regulations site and review the 5 CFR 551

https://ecfr.io/Title-05/cfr551_main

FLSA appeal claims.

<https://www.opm.gov/policy-data-oversight/pay-leave/claim-decisions/fair-labor-standards-act/>

Foreign Exemption

<https://www.opm.gov/policy-data-oversight/pay-leave/claim-decisions/fair-labor-standards-act/foreignexemption.pdf>